

**Division of Health Service Regulation
Mental Health Licensure and Certification Section**

List of Needed Materials for Initial Licensure (revised 11/14/2019)

Staff Records

- Job Description (signed by both parties)
- Director, QP & Staff Qualifications (Degree, Resumes, Application)
- Verification of Education (Degree, Diploma, Transcripts, Official Letter from School System)
- Orientation Training
- Criminal Background Check (Statewide or National) **Note: Criminal Check(s) must be completed within 180 days of first initial licensure review**
- CPR/First Aid Certification (including Seizure Management)
- Blood-borne Pathogens Training
- Physical and TB Screen (Per Agency Policy)
- Medication Administration Training
- Training to meet the needs of the population served-based on licensure category (MH/DD/SAS needs)
- Client Rights Training
- Confidentiality Training
- Restrictive Intervention/Alternative Training
- Health Care Personnel Registry Verification (including applicant) **Note: Health Care Personnel Registry Verification must be completed within 90 days of first initial licensure review**

Client Record (Mock Chart)

- Identification Face Sheet
- Emergency Information Sheet
- Consent for Treatment
- Client Rights
- Assessment
- Treatment Plan
- Progress Notes
- Medication Orders (if applicable)
- Lab Tests (if applicable)

General Materials

- Policy and Procedures
- **For 24-hour facilities:** House Rules or Facility Rules pertaining to clients' rights (i.e. making & receiving phone calls; receiving visitors; being outdoors/physical exercise; personal clothing; religious worship; driver's license; individual storage space; send/receive mail; vocational training; access to own money)
- Rules for MH/DD/SAS (including client right rules); 10A NCAC 27 Subchapters C, D, E, F & G
- Rules for MH/DD/SAS 10A NCAC Chapter 26 Subchapter C: Scope and Definitions
- Rules for MH/DD/SAS 10A NCAC 130 .0102 Health Care Personnel Registry
- Disaster Plan (including documentation the plan was reviewed by the local authority*)
 - *For applicants trying to contact the "local authority," North Carolina's Division of Emergency Management has a list of phone numbers for each county's Emergency Management (EM) office on their web site: <https://www.ncdps.gov/emergency-management/em-community/directories/counties> or call 919-919-825-2500.
 - When providing more than one service in the same location include: days & hours of operation for each service and location each service will be provided (i.e. offices/ conference rooms).

Training Curriculum

- Blood-borne Pathogens
- Client Rights
- Confidentiality
- Medication Administration
- General Orientation
- Seizure Management
- Training to meet the needs of the population served - based on licensure category (MH/DD/SAS needs)

Training Instructor's Credentials

- Registered Nurse (if applicable)
- Restrictive Interventions; CPR/First Aid Instructor